

KING COUNTY COMBINED FUNDERS NOTICE OF FUNDING AVAILABILITY

2015 Combined NOFA for Homeless Housing For Families, Individuals and Young Adults

- Capital Funding for New Affordable Housing
- Operating Support, Rental Assistance & Supportive Services for New and Existing Housing



City of Seattle

Ed Murray, Mayor

Office of Housing

Steve Walker, Director



King County

Dow Constantine, County Executive

**Department of Community and
Human Services**

Adrienne Quinn, Director



A Regional Coalition for Housing

ARCH

**A Regional Coalition for
Housing**

Arthur Sullivan, Director



Seattle Housing Authority

Andrew Lofton, Executive Director



King County Housing Authority

Stephen Norman, Executive Director

TABLE OF CONTENTS

I.	OVERVIEW.....	3
II.	IMPLEMENTING THE PLAN TO END HOMELESSNESS	3
III.	2015 NOFA FUNDING PRIORITIES	3
IV.	APPLICATION EVALUATION FACTORS.....	5
V.	PARTICIPATING FUNDERS	8
VI.	RELATED FUNDING OPPORTUNITIES	14

APPENDICES

1.	Key to Available Resources	15
2.	Funder Application Information	16
3.	Homeless Housing Definitions	19

I. OVERVIEW

The King County Homeless Housing Funder Group is pleased to announce a combined funding round for housing with supportive services to address homelessness throughout King County. Five public funders will together allocate approximately \$65.9 million in funds through this NOFA.

The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers' ability to implement projects and house homeless households.

II. IMPLEMENTING THE PLAN TO END HOMELESSNESS IN KING COUNTY

The Committee to End Homelessness in King County (CEHKC) is comprised of a coalition of non-profit organizations, governments, faith communities, homeless people, businesses, and other supporters. One of the priorities set by the CEHKC Governing Board and Interagency Council is to improve efficiency and coordination of existing resources. This joint allocation of capital, operating support, rental assistance, and service funding for supportive housing included in the NOFA is designed to address this goal.

This is the eleventh countywide homeless funding effort to coordinate the application and allocation process for proposals that meet the goals set forth in the Committee to End Homelessness Strategic Plan (2015-2019).

III. 2015 NOFA PRIORITIES

Funding priorities were established by the CEHKC Funders Group (including the City of Seattle, King County, United Way of King County, A Regional Coalition for Housing (ARCH), King County and Seattle Housing Authorities, Building Changes, and suburban cities) and adopted by the CEHKC at the May 2015 meeting of the Interagency Council on Homelessness. The Funding Priorities are intended to be for three years, although public funders reserve the right to make changes as needed; a NOFA will continue to be released annually. The priorities represent a shared commitment by funders of homeless housing, regardless of whether a particular funder has resources available in the NOFA in a given year.

These priorities apply to non-time-limited housing with supportive services. See the Related Funding Opportunities section for time-limited homeless housing and other related funding opportunities. Applications reviewed under these priorities will be subject to funds available.

Principles

- Reduce screening criteria to improve access.
- Implement projects that promote the CEH Strategic Plan.
- Build upon successful programs that are innovative and cost-effective.
- Align funding to match the needs and strengths of people experiencing homelessness.
- Distribute funds countywide to address regional and racial disparities.
- Leverage other resources.
- Promote opportunities for systems change.

Priorities

The following priorities are not listed in order of preference. Populations are identified for specific priorities where appropriate. Veterans should be aligned with population-specific groups and access Veteran-specific resources where possible.

- Projects supporting long-term shelter stayers and high need chronically homeless individuals to access permanent supportive housing and permanent housing with supports, increasing shelter capacity (*Single Adults; Youth/Young Adults*).
- Projects undertaking realignment based on typology and needs. This includes transitional housing (*Youth/Young Adult* and *Families*) and service enriched housing (*Families*).
- Rapid re-housing approach (RRH) that supports households in locating housing and exiting homelessness quickly (*Families and Youth/Young Adults*).
- Projects that provide a move-up strategy that assists people who have achieved stability in Permanent Supportive Housing (PSH) to move into affordable housing with fewer supports (*Single Adults*).
- Projects that retain existing PSH, prioritizing admission to those with the highest need, and leverage additional funding sources, including Medicaid (*Single Adults; Families*).
- Alternative, less costly permanent housing models, such as shared housing, host homes, boarding houses, and SROs.

Note: Capital funders encourage the production of family-sized units for extremely low-income homeless families. Capital projects previously identified as priorities in the 2014 NOFA will continue to be eligible for operating support funding from public funders.

CAPITAL PROJECT FUNDING

Projects seeking capital funding in 2015 that will depend on operating or services subsidies may also apply in next year's Combined Operating Support, Rental Assistance, and Services (ORS) Request for Proposals (RFP). Due to the need to provide ongoing support to prior NOFA projects, sponsors intending to apply for ORS support in future years must demonstrate (a) cost-effectiveness, and (b) maximum leveraged funds from other federal, state, and local sources. Final awards of operating and services funds will be determined in the year prior to the project opening. In addition, due to limits on available funding, state priorities, and the cap on King County tax credit authority, projects may take several years to secure all resources, resulting in a pipeline of projects from prior years.

COMBINED OPERATING SUPPORT, RENTAL ASSISTANCE & SUPPORTIVE SERVICES PRIORITIES (ORS)

Funds for combined ORS funding in 2015 will be limited as follows:

Operating, Rental Assistance, and Services Project Funding

1. New capital housing projects for non-time-limited housing coming online in 2016, and existing capital housing projects previously funded in the NOFA that have expiring contracts in 2016 (approximately \$2.3 million).
2. Existing services and rental assistance projects previously funded through the NOFA that have awards expiring in 2016 and are aligned to support individuals/ households in locating housing and exiting homelessness quickly (approximately \$5.8 million).

3. New services and rental assistance projects that support the outlined NOFA priorities and strategies, taking into account regional distribution (approximately \$2.2 million).

The following key assumptions will be incorporated in this year's round:

- Applicants should not expect to receive a full five-years of funding (with exception of new capital projects);
- Projects that are able to leverage Medicaid funding for services linked to housing may be reduced in the future;
- Projects are expected to leverage all other mainstream system resources, including education/employment, healthcare, etc.;
- Projects will demonstrate Housing First practices (low admission criteria);
- Projects will ensure culturally appropriate and responsive services;
- Projects will gear their program models to a value of recovery and graduation from housing units with intensive services;
- Projects will participate in Coordinated Entry; and,
- Projects will align with King County's Continuum of Care system-wide performance measures.

The funders expect all projects applying for combined ORS funding under the NOFA to leverage operating and services funding from other sources to the maximum extent feasible including, but not limited to, such sources as HUD Continuum of Care (i.e., McKinney), VA sources, Medicaid and private fundraising. Specifically, applicants should note that King County anticipates reducing funding based on the ability of projects to leverage Medicaid funding for services linked to housing, if a Medicaid supportive housing benefit can be obtained.

Note: Individual funders administer funding sources with broader eligible uses than the priorities listed above. Applicants must consult the specific funding parameters for each participating funder, beginning on page 8. In addition, applicants may review the related funding opportunities section, beginning on page 13.

IV. APPLICATION EVALUATION FACTORS

Evaluation and scoring criteria in this section will be taken into consideration when reviewing **ALL** applications, whether they are new applications or re-applications. As in previous funding rounds, the funders will determine which fund sources are the best match for projects. The evaluation factors in this section are not listed in any rank order.

1) Organization and Project Financial Analysis

- Project financial feasibility;
- Agency capacity;
- Funding level requested is matched to client need – funders reserve the right to work through budgets with applicants to address this issue;
- Demonstrated ability to leverage other funding, with focus on clear and compelling demonstration of cost effectiveness. Budgets must show reasonable costs for all committed and proposed funding sources for the project;
- For service and operating budgets, attention will be placed on how mainstream resources such as vouchers and Medicaid are utilized.
- Funding requested should be strategic in light of other programs in which the agency participates (i.e., Shelter Plus Care).

2) Quality of Past Performance

- Contract performance;
- Project outcomes;
- Voucher utilization;
- Participation in the HMIS will be rated based on past data completeness reports, demonstrated improvements in data quality and HMIS utilization, and the evidence of a comprehensive agency oversight plan related to the agency business process for internal management of the HMIS;
- Participation in coordinated entry, as appropriate.

3) HMIS Participation

Funders are specifically interested in receiving information from applicants regarding strategies they use/will use to meet Safe Harbors' data requirements, and ensure data quality and timeliness of reporting in Safe Harbors.

As of January 1, 2012, fund sources for services and operating included in this RFP began using Safe Harbors as a key data source for contract reimbursement. To ensure that funds are awarded to programs that will ultimately be able to be reimbursed under their contracts, proposers will be required to demonstrate that they can meet a minimum threshold of Safe Harbors' participation.

4) Access, Cultural Competency and Living Environment

Applications should clearly demonstrate sponsor capacity and/or program design to address the disproportionate number of persons of color who are homeless and to provide access to living environments with culturally and linguistically appropriate services, when services are a component of a project. Project sponsors are expected to demonstrate their ability to appropriately serve and engage persons for whom English is not a primary language. Projects serving young adults are expected to demonstrate their ability to appropriately serve and engage LGBTQ young people. Cultural competency will be evaluated on the following criteria:

1. Accessibility: How does the agency modify access to services (language, location, delivery style) for populations whose modes of engagement are different than the majority population? How is the agency modifying its screening criteria to be truly accessible to homeless households and to address potential disparate impact of screening criteria on communities of color and other protected classes?
2. Relevance: How does the agency identify specific culturally-based needs of populations and modify the services delivered in order to meet those needs.
3. Commitment: What process does the agency have in place to periodically review its cultural competency, including obtaining input from client and non-client culturally diverse populations.

Favorable consideration will be given to applicants that clearly demonstrate the ability to create close and effective relationships with members of cultural groups and/or communities of color that do not easily access mainstream programs because of cultural, linguistic or other barriers. Large agencies are encouraged to recognize that small, culturally focused agencies are often able to cultivate unique relationships with their clients, and are encouraged to create effective relationships with those agencies to create referral mechanisms for access to the housing opportunities created.

5) Geographic and Population Distribution

The funders desire to disperse funds to address homelessness throughout King County. Specifically, there is an intention to address regional and racial disparities. As a result, final funding decisions will consider the geographic distribution of projects and homeless population that will be served by an award.

For more information about sub-regional goals, both the South King County and East King County documents describing local priorities and needs are available at the CEH KC website:

<http://www.cehkc.org/happening.aspx>.

6) Commitment to Participate in Coordinated Entry and Access Coordination

Projects awarded funding under this NOFA will be required to participate in system coordination entry/access efforts for appropriate units of housing (for Families, Single Adults, and/or Youth/Young Adults). This includes projects reducing screening criteria to improve access to housing and services. Applicants must demonstrate how their programs comply with this requirement.

7) Commitment towards Recovery and a Move-Up Strategy

- Recovery oriented programming that helps each client to develop or re-develop a support network, to attain the highest level of functioning possible for that person, and to have the opportunity to move towards employment, become employed or increase employment opportunities, and become more self-reliant. Applicants should show how they work with all clients towards these goals, and help them to make connections and access benefits and services for which they are eligible through mainstream systems, including, but not limited to mental health and drug treatment, public health, TANF, food stamps, rehabilitation and employment programs;
- The incorporation of a move-up (graduation) strategy for individuals who no longer need intensive services.

V. PARTICIPATING FUNDERS

Information specific to each funder is outlined below:

COMBINED OPERATING SUPPORT, RENTAL ASSISTANCE AND SUPPORTIVE SERVICES (ORS) FUNDING

**Funds will be made available through an RFP
anticipated to be released the week of August 10, 2015
by the following funders:**

**KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN SERVICES;
CITY OF SEATTLE OFFICE OF HOUSING; SEATTLE HOUSING
AUTHORITY; KING COUNTY HOUSING AUTHORITY**

Applications Due: September 22, 2015

Funding Available: *Please note that all funds under this offering will be made available through a coordinated Request for Proposals (RFP) process. The funders will determine the specific sources at the time of award.*

1. KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN

SERVICES: An amount of approximately \$10.3 million from the King County Housing and Community Development (HCD) Program will be allocated for multi-year commitments of up to five years. Projects must show consistency with applicable plans: Mental Illness Drug Dependency (MIDD) Implementation Plan, the Veterans and Human Services Levy Service (V-HS Levy) Improvement Plan, and the Committee to End Homelessness King County (CEHKC) Strategic Plan and population-specific implementation plans.

Sources include:

- Homeless Housing Act Document Recording Fee Collections (up to approximately \$6.5 million, depending on actual revenues collected);
- Veterans and Human Services Levy (approximately \$1.8 million, with approximately \$950,000 specifically for projects serving veterans and their families);
- Mental Illness Drug Dependency Sales Tax Collections (approximately \$2 million)
MIDD funds will be awarded for projects serving persons with mental illness and/or chemical dependency who are either currently enrolled in or who are eligible for treatment services in the publicly funded treatment systems administered by the Mental Health Chemical Abuse and Dependency Services Division. These NOFA funds will pay for non- treatment services to support clients' maintenance of permanent housing.

Contact: Anna Strahan-King County / Combined Operating, Rental Assistance and Services RFP Lead,
(206) 263-9239, anna.strahan@kingcounty.gov

- 2. CITY OF SEATTLE OFFICE OF HOUSING:** The 2009 Seattle Housing Levy includes the Operating & Maintenance (O&M) program with a 7-year goal and \$14 million to support at least 220 new units for 20 years. Based on previous O & M awards, the Seattle Office of Housing has enough remaining capacity in the 2009 O & M program to support 13 new units. Funding is specifically for units with households earning <30% AMI in rental projects funded with 2009 Seattle Housing Levy capital funds. The program provides funding to fill the gap between project income and eligible operating and enhanced property management costs, with a maximum subsidy of \$2,500 per unit per year. Subsidy awards have a maximum contract term of 20 years, subject to available funding and annual project reviews.

Contact: Sandra Igo - OH, (206) 684-0214, sandra.igo@seattle.gov

- 3. SEATTLE HOUSING AUTHORITY (SHA):** SHA will make available up to 75 Project-based Vouchers for projects that will make long-term commitments to serve households with incomes below 30 percent of area median, with priority for projects that provide supportive services to residents who need assistance to maintain a stable residence and satisfactory quality of life, especially those who are highly vulnerable. The approximate 5-year value of these vouchers is \$3.36 million. Vouchers are restricted to projects funded with capital funds by the City of Seattle in 2012, 2013 or 2014.

If SHA receives a future award of Veterans Affairs Supportive Housing (VASH) Vouchers, projects applying for rental assistance through this NOFA could be considered for VASH project based vouchers in lieu of other rental subsidy. VASH vouchers are not restricted to projects funded with capital funds by the City of Seattle.

Contact: Cynthia West/Jodi Speer- Seattle Housing Authority; cynthia.west@seattlehousing.org – 206-239-1616; jspeer@seattlehousing.org - 206-239-1620.

- 4. KING COUNTY HOUSING AUTHORITY (KCHA):** KCHA will make available up to 24 vouchers (8 pre-designated) for projects making long-term commitments to serve homeless households with incomes below 30 percent of area median. Vouchers will be for projects that provide supportive services to highly vulnerable residents who need assistance to maintain a stable residence and satisfactory quality of life. The approximate 5-year value of these vouchers is \$1.1 million. Vouchers will be restricted to new capital, services, or rental assistance projects that support the outlined NOFA strategies.

If KCHA receives a future award of Veterans Affairs Supportive Housing (VASH) vouchers, projects applying for rental assistance through this NOFA could be considered for VASH project-based vouchers in lieu of other rental subsidy. VASH vouchers are not restricted to projects awarded capital funds.

Contact: Kristy Johnson- King County Housing Authority; kristyj@kcha.org – 206-574-1357

WORKSHOP - COMBINED ORS APPLICATION

Funders will hold an application workshop(s) for the Combined ORS application in **August 2015 (location, date, and time to be announced)** for the organizations interested this application.

How to Access the ORS Application: <http://www.kingcounty.gov/operations/procurement>

A REGIONAL COALITION FOR HOUSING (ARCH)

CAPITAL FUNDS

NOFA Release: July 14, 2015
Applications Due: September 9, 2015

Funding Available:

Approximately \$1.5 million is available for affordable housing projects that meet any local priority, one of which is housing serving the homeless (See ARCH website for more details on local priorities). The local priorities are long term goals and in any given round a higher or lower percentage may be spent for any local priority, including homelessness. In addition, in a partnership with the King County Housing Authority, ARCH will be allocating approximately 28 Section 8 vouchers over the next couple of years through its application process. These vouchers can be used for a variety of different purposes, with some emphasis being on serving homeless households and larger families (2 bedroom or larger) units. Another objective is for the vouchers to help leverage an overall increase in affordable housing available in East King County. More detailed information regarding the Section 8 vouchers is located in the Trust Fund section of the ARCH website.

Applications are taken for projects located in East King County cities and unincorporated areas within the Urban Growth Line (does not currently include Snoqualmie Valley area). See ARCH website (<http://www.archhousing.org>) for a list of member cities.

Refer to ARCH application and funding guidelines at <http://www.archhousing.org/developers/htf-application-form.html>

Contact: Klaas Nijhuis, (425) 861-3677, knijhuis@bellevuewa.gov

**KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN SERVICES -
HOUSING AND COMMUNITY DEVELOPMENT - HOUSING FINANCE
PROGRAM (HFP)**

CAPITAL FUNDS

HFP Request for Proposals release: July 30, 2015

Applications due: September 10, 2015

Funding Available:

Approximately \$ 5.7 million in capital funds will be available for affordable housing projects, including new 9% tax-credit projects. This amount includes the following sources:

- Veterans and Human Services Levy – VHS Levy may be used for housing projects that that will serve homeless households through a housing first (low barrier) approach, including homeless households (veterans and others) with a low to moderate need for services in permanent housing; chronically homeless households (veterans and others) with intensive service needs; households at risk of homelessness. The total available is approximately \$1.860 million from the Levy, comprising approximately \$860,000 in Veterans Levy funds and \$1,000,000 in Human Services Levy funds.
- Homeless Housing Act Document Recording Fee Surcharge for Homeless Housing (2331) – These funds may be used for housing projects that that will serve homeless households through a housing first (low barrier) approach including homeless households with a low to moderate need for services in permanent housing; chronically homeless households with intensive service needs; and households at risk of homelessness. Approximately \$846,000 in 2331 funds will be available.
- HOME Program funds– These funds may be used for housing projects that will serve low, very low, and extremely low income households, including homeless households with various levels of service needs. Approximately \$2.0 million in HOME Program funds will be available.
- Regional Affordable Housing Program (RAHP) – These funds may be used for housing projects that will serve households with incomes at or below 50 percent of the area median income, including homeless households with various levels of service needs. Approximately \$1.0 million in RAHP funds will be available.

King County Housing Authority: KCHA will make available up to 24 vouchers (8 pre-designated) for projects making long-term commitments to serve homeless households with incomes below 30 percent of area median. Vouchers will be for projects that provide supportive services to highly vulnerable residents who need assistance to maintain a stable residence and satisfactory quality of life. The approximate 5-year value of these vouchers is \$1.1 million. Vouchers will be restricted to new capital, services, or rental assistance projects that support the outlined NOFA strategies.

If KCHA receives a future award of Veterans Affairs Supportive Housing (VASH) vouchers, projects applying for rental assistance through this NOFA could be considered for VASH project-based vouchers in lieu of other rental subsidy. VASH vouchers are not restricted to projects awarded capital funds.

Contact: Kristy Johnson- King County Housing Authority; kristyj@kcha.org – 206-574-1357

How to access the HFP application: Please note that the King County Department of Community and Human Services, including all programs of the Housing and Community Development Program, is now collecting application documents through the King County Procurement and Contract Services Section. The application materials will be essentially the same as in previous years (other than standard updates) but the application and other essential information will be available on the Procurement website, with completed applications to be submitted to the Procurement office. We will post more information about this process on the HFP website when the HFP RFP is released. The Procurement website is:
<http://www.kingcounty.gov/operations/procurement>

Contact: John deChadenedes, (206) 263-9081, John.deChadenedes@kingcounty.gov

CITY OF SEATTLE OFFICE OF HOUSING (OH)
CAPITAL FUNDS

OH NOFA Estimated Release Date: June 30, 2015

Applications Due: September 14, 2015

Funding Available:

Approximately \$42 million in capital funds, including 2009 Housing Levy funds, HOME and CDBG funds, and Bonus funds, is available for the acquisition, rehabilitation and new construction of affordable rental housing in the city of Seattle. See the Seattle Office of Housing NOFA announcement for further information on funding availability and competitive criteria.

How to Access the Application: <http://www.seattle.gov/housing/development/MultifamilyNOFA.htm>

Contact: Laurie Olson, (206) 615-0995; laurie.olson@seattle.gov

VI. RELATED FUNDING OPPORTUNITIES

1. HUD CONTINUUM OF CARE PROGRAM FUNDING (formerly known as “McKinney Homeless Assistance Funds”)

HUD Continuum of Care (CoC) Program funding is intended to help homeless households: (1) increase their housing stability; (2) increase their skills and/or income; and (3) obtain greater self-sufficiency. Locally, more than 70 projects are currently funded with McKinney dollars. A single consolidated application covering all of King County is submitted to the U.S. Department of Housing and Urban Development (HUD) each year at a time determined by HUD. The exact date of the competition varies from year to year. We expect this year’s application deadline to be in August 2015.

At the national level, there may be a highly-competitive opportunity for “new” funding in 2015. Although HUD has not released details as of the publication of this NOFA, it is expected that any bonus opportunity will be for a single permanent supportive housing project for chronically homeless persons. It is likely that most new projects will come through reallocation of funding from existing McKinney funded projects. For the 2015 competition (funds available in 2016), the Seattle-King County Homeless "Continuum of Care" (HUD's term for our consolidated application) has established priorities for new funding. It is looking to fund new permanent supportive housing for disabled persons with priority for the chronically homeless and Rapid Re-housing.

Because of HUD's requirements for timely expenditure of funds, McKinney dollars need to be among the last dollars into a project. Projects funded through this and previous combined funding rounds, as well as projects that are already substantially funded through other sources, will be best positioned for this funding.

Contact: City of Seattle- Eileen Denham; (206) 684-0915; eileen.denham@seattle.gov
King County- Kate Speltz; (206) 263-9084; kate.speltz@kingcounty.gov

Appendix 1: Key to New Available Resources

	<i>Capital to Develop New Housing</i>	<i>Rental Assistance</i>	<i>Operating Support</i>	<i>Supportive Services</i>	<i>Section 8 Vouchers and/or VASH Vouchers</i>
City of Seattle – Office of Housing	X		X		
King County DCHS/CSD/HCD, Housing Finance Program	X				
A Regional Coalition for Housing (ARCH)	X				X
King County DCHS/CSD/ HCD, Homeless Housing Program		X	X	X	
King County Housing Authority					X
Seattle Housing Authority					X

Appendix 2: Funder Application Information

Funding Type	Where is Project Located?	What Funds Will I Apply for?	What Application Do I Complete?	How Many Copies?	Where Do I Deliver the Applications?
Operating, Rental Assistance and Services Funding	King County – including Seattle	<input type="checkbox"/> King County DCHS/CSD/HCD Homeless Housing and Services Funds – Document Recording Fees, MIDD, V-HS Levy <input type="checkbox"/> King County Housing Authority (Supportive Housing Vouchers)	Common Application for Operating Support, Rental Assistance and Supportive Services (ORS) Application location: http://www.kingcounty.gov/operations/procurement	Details for the application submittal will be outlined in the ORS RFP Guidelines.	Sealed proposals are hereby solicited and will only be received by: King County Procurement Services Section Chinook Building, 3rd Floor 401 Fifth Avenue Seattle, WA 98104 Office Hours: 8:00 a.m. – 5:00 p.m. HCD Program Contact: Anna Strahan; (206) 263-9239, Anna.Strahan@kingcounty.gov Please note that once the application is released, only procurement staff may respond to application inquiries.
	Seattle	<input type="checkbox"/> Seattle Housing Authority (Supportive Housing Vouchers) <input type="checkbox"/> City of Seattle Office of Housing O & M			

Funding Type	Where is Project Located?	What Funds Will I Apply for?	What Application Do I Complete?	How Many Copies?	Where Do I Deliver the Applications?
Capital Funding	Seattle	<input type="checkbox"/> City of Seattle Office of Housing Capital \$\$	1. Common Application 2. HTF Supplemental 3. Seattle Supplemental (2015) Application location: http://www.seattle.gov/housing/development/MultifamilyNOFA.htm	1 original and 1 CD that includes the complete set of Common Application, State Supplemental, and Seattle Supplemental questions in Word, Budget Workbook Forms in Excel and all attachments in pdf.	Attn: Laurie Olson Seattle Office of Housing 700 Fifth Ave, 57 th floor Seattle, WA 98104 Laurie.Olson@seattle.gov
	King County – including Seattle	<input type="checkbox"/> King County HOME Program Capital; RAHP (2060), V-HS Levy Capital, and 2331 Doc Recording Fee Note: KC HOME funds are only available for projects outside Seattle <input type="checkbox"/> King County Housing Authority (outside of the cities of Seattle and Renton) (Supportive Housing Vouchers)	1. Common Application 2. Housing Finance Program Supplemental Questionnaire Application location: http://www.kingcounty.gov/operations/procurement	1 signed original, 1 photocopy of the original with <u>all</u> attachments; and 1 electronic copy via USB flash drive or CD that includes the complete set of Common Application, Housing Finance Program Supplemental questions in Word, Budget Workbook Forms in Excel and <u>all</u> attachments in pdf form.	Sealed proposals are solicited and will be received only by: King County Procurement and Contract Services Section Chinook Building, 3rd Floor 401 Fifth Avenue Seattle, WA 98104 Office Hours: 8:00 a.m. – 5:00 p.m. HFP Contact: John deChadenedes; (206) 263-9081 John.deChadenedes@kingcounty.gov Please note that once the application is released, only procurement staff may respond to application inquiries.
	East King County –	<input type="checkbox"/> A Regional Coalition for Housing (ARCH)	1. Common Application 2. Commerce and King County	1 original and 1 CD or thumb drive that includes a complete copy of the	Attn: Klaas Nijhuis

	outside Seattle	Capital \$\$	<p>Supplemental Applications (submit these only if also applying to those sources)</p> <p>Application location: http://www.archhousing.org/HTF/</p>	<p>Common Application and any Supplemental Applications if applying to other sources– No PDF's of the Common Application Forms please, however attachments may be PDF's.</p>	<p>ARCH 16225 N.E. 87th St, Suite A-3 Redmond, WA 98052 knijhuis@bellevuewa.gov</p>
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Appendix 3: Homeless Housing Definitions

A range of housing models and strategies are needed to address the diverse needs of homeless people in King County. These definitions are meant to be descriptive and to promote a common understanding of the use of key terms. The definitions may evolve over time and are not meant to establish absolute requirements or prohibitions in terms of the service models that applicants may propose in their applications. Applicants are encouraged to use the definitions to be clear about the population they plan to serve, the housing model they will use, and how the services will fit the needs of the anticipated project participants.

Housing Types

a. Non-time limited or Permanent Housing

Independent community-based housing that has no time-limit on tenancy or specific service requirement as a condition of tenancy, although services may be provided, depending on residents served. Residents hold rental agreements and can stay in the housing for as long as they choose and as long as they are in compliance with their rental agreement or lease. Note: Non-time limited Housing is also referred to in many of these definitions as “permanent housing”. The use of the word “permanent” does not imply an expectation or requirement that the tenant will stay in the unit indefinitely. “Permanent” means only that the housing is not artificially time-limited.

- i. **Affordable Housing.** Non-time limited housing that is available to households with incomes less than 30%, 50% or 80% of area median income (AMI), also sometimes known as workforce housing. Housing projects may receive tax credits or other incentives in exchange for agreeing to set aside a certain number of units in the development for households with total incomes less than a particular percentage of AMI. Households must meet income requirements to be eligible for the units. Affordable housing may or may not have a rental subsidy.
- ii. **Permanent Supportive Housing.** Permanent housing for a household that is homeless, and has a condition or disability, such as mental illness, substance abuse, chronic health issues, or other conditions that create multiple and serious ongoing barriers to housing stability. Households have a long-term need for housing case management and services in order to meet the obligations of tenancy and maintain their housing. Tenant holds a rental agreement or lease and may continue tenancy as long as rent is paid and the tenant complies with the rental agreement or lease. Tenants have access to a flexible array of comprehensive services, mostly on site, such as medical and wellness, mental health, substance abuse, vocational/employment, and life skills. Services are available and encouraged but are not to be required as a condition of tenancy. There is ongoing communication and coordination between supportive service providers, property owners or managers, and/or housing subsidy programs.

- iii. **Service Enriched Housing.** Permanent housing for homeless households with a lower level of service needs than those needing permanent supportive housing. Tenant services are offered, and many households will have only intermittent need for services, as the housing is designed for low-income and homeless people with a range of service needs. Some households may need individualized flexible services for a period of time, but do not need ongoing services to maintain housing long-term. Programs and services may be available on or off-site and promote personal and community asset building. Services are not required as a condition of tenancy.
- iv. **Subsidized Housing.** Non-time limited housing that is supported by a rental subsidy. Generally, the tenant pays 30% of their monthly income towards rent and utilities, and the other portion of the rent is paid by the subsidy, up to a defined reasonable amount.

b. Time-limited Housing Programs

- i. **Emergency Shelter.** Emergency Shelter is defined as temporary shelter from the elements and unsafe streets for homeless individuals and families. In Seattle-King County, shelter programs are either fixed capacity (facility-based) or flexible capacity (for example, hotel/motel vouchers). Emergency shelters typically address the basic health, food, clothing, and personal hygiene needs of the households that they serve and provide information and referrals about supportive services and housing. Shelters range from mats on the floor in a common space to beds in individual units.
- ii. **Rapid Re-Housing (RRH).** RRH is a short-term intervention for households experiencing homelessness. Services emphasize immediate efforts to address housing attainment, utilizing the minimum assistance needed to resolve each household's immediate housing crisis. Short-term rental assistance is provided, utilizing a progressive engagement approach to provide the appropriate level of assistance. It is expected that the majority of clients will receive less than six months of assistance, with a smaller percentage needing up to 12 months. [While RRH is a time-limited program, households are permanently housed.]
- iii. **Transitional Housing.** Time-limited housing units are available to a household from three months to two years. Tenure is contingent upon participation in services, compliance with program rules, and compliance with tenancy. The goal of transitional housing is to provide the support needed for participants to become ready to "graduate" into permanent housing. Intensity and range of services provided varies among programs and should be appropriate for the target population served. Services may include case management, information and referral, life skills training, tenant education, and many others. In some cases, transitional housing is a transition-in-place approach that allows households to remain in their unit once the transitional housing program ends.

Supportive Services

A wide range of direct client services and assistance to people throughout the homeless housing continuum. Services may include such things as outreach and engagement, case management, information and referral, treatment, healthcare, employment, life skills training, housing search and stabilization.

- a. **Basic Services.** Limited services to help someone connect to needed community resources; information and referral. Services might also include limited financial assistance like bus tickets, food, and utility assistance.
- b. **Case Management.** Individually-tailored services provided in a client's home or at an office that are described in a mutually-agreed-upon plan of action to address multiple life challenges. Case Management Services may include such things as budgeting and money management, life skills training, linkage to community services such as legal assistance, assistance applying for public benefits, parenting and liaison with schools, domestic violence counseling and safety planning, assistance with housing applications, mental health counseling, etc. Individual service plans include goals related to greater self-sufficiency and stability. Housing case management is the same services that are linked specifically to housing, and are intended to promote stability.
- c. **Culturally Competent Services.** Cultural competency within an organization and the services that it provides includes a defined set of values and principles, and demonstrating behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations. The three following components must exist:
 - 1. Accessibility: the agency evaluates and modifies the way in which its services are accessible (language, location, delivery style) to populations whose modes of engagement are different than the majority population.
 - 2. Relevance: the agency identifies specific culturally-based needs of populations and modifies the services delivered in order to meet those needs, including acquiring and institutionalizing cultural knowledge.
 - 3. Commitment: the agency periodically conducts a self-assessment and reviews its cultural competency, including obtaining input from client and non-client culturally diverse populations and key stakeholders and uses this feedback in policy making, agency administration, and service delivery.
- d. **Enhanced Property Management/ Front Desk Enhancement.** Property management activities that are enhanced in order to make the housing program effective for a special population. An example is the additional staffing required to operate a 24-hour front desk, a feature that is not necessary in a conventional apartment building but may be required to ensure tenant safety in a building serving chronically homeless individuals disabled by mental illness or chemical addiction.

- e. **Employment Services.** Services that help link clients to employment opportunities in the community through skill building, job training, job readiness classes, assistance with resume writing, employment search, supported employment, and direct connections and referrals to jobs and/ or job programs.
- f. **Health Care Services.** Medical and health related services that may include health screening, health education and illness prevention, testing, and treatment.
- g. **Landlord Liaison.** Housing Search services aimed at linking homeless clients to units of permanent housing. A landlord liaison provides a bridge between the client, the property manager/landlord, service providers working with clients, and in some cases an agency that is master-leasing units from the landlord. Services may include such things as identifying and securing available housing units, outreach to landlords, managing landlord incentives, providing subsidies or connecting with subsidy providers, facilitating or performing unit inspections, providing on-call service to landlords and connecting with service providers for clients in crisis, assisting with housing applications and advocating on behalf of clients to landlords, mediating and helping to resolve conflicts between a landlord and a client.
- h. **Linkage Services.** Provide clients with contact information and referrals to housing and needed services and resources in the community. The responsibility for following up on these referrals typically lies with the client, unless they are unable to on their own.
- i. **Outreach Services.** Engagement with people who are not currently connected to community resources. Outreach services specifically target populations and/or geographic areas in order to identify and connect people to services and/or housing.
- j. **Resident Services.** Property-based services that coordinate on-site activities and primarily provide information and referral to assist households in accessing services offered by third-party providers. Resident services promote personal and community asset building, such as After-school programs; Employment programs; Adult Education programs; Child Care; Community Safety, and Resident Leadership and may be available through referral and/or on site with at least one staff to coordinate and deliver services. Classes and activities based on residents' needs may be offered on site. Activities and services may include such things as after-school youth recreation and tutoring, ESL, parenting, nutrition and financial literacy classes, employment services, adult education and community building and engagement and eviction prevention.
- k. **Treatment Services.** Therapeutic health, mental health, or substance abuse services that are provided by a licensed person/agency to a client. Services are geared towards the individual needs of the client and may be provided in housing, a treatment facility, or in a community health/mental health care setting.

Level of Services

The level of services provided varies depending on the population served and a person's ongoing need for support.

- a. **High.** High level services are typically needed for someone residing in permanent supportive housing who will need services long-term in order to remain in housing. High level services would be described as intensive, comprehensive, readily available (on-site), and available long-term. Services are usually offered 24/7.
- b. **Medium.** Medium level services are typically comprehensive for a period of time, but may taper off and even eventually go away as a person becomes stable in housing. Services will initially be readily available and provided onsite through regular case management visits (weekly or monthly depending on the need).
- c. **Low or "light-touch services".** Low level or light-touch services are housing focused and provide very temporary support and assistance as a homeless household with a low need for services transition back into housing. These services are frequently "check-ins," and may be provided on or off site.

Financial Assistance

Expenses paid by an agency on behalf of a client to cover such costs as move-in assistance, household items, application fees, emergency or short-term rent-assistance and other emergent needs (housing related debt/arrears, etc.).

Capital for Housing

Funding pays for the costs to develop housing. These costs may include construction, rehabilitation, acquisition and other associated development costs, such as capitalized reserves.

Operating Support

Assistance provided to a housing provider to pay the costs to run and operate housing that is affordable to households with very low incomes.

Rental Assistance/Housing Choice Vouchers

Subsidy paid to a Landlord on behalf of a specific tenant to pay for a portion of the tenant's rent. Generally, the tenant pays 30% of their monthly income toward rent and utilities, and the subsidy provider pays the remainder up to a reasonable amount. If the client has zero income, rental assistance may pay the entire rent amount to the landlord. Rental Assistance may be long-term (12 months and longer) or short-term (less than 12 months).

- a. **Tenant-based Housing Choice Voucher Set-asides or Agency-based Vouchers.** The Housing Authority signs a referral agreement with a service provider/agency. The agency may refer a specific number of applicants to the housing authority for whom they will provide services. The applicants receive tenant-based Housing Choice Vouchers and select where they choose to live from the private market. The Housing Authority then signs a Housing Assistance Payment (HAP) contract with the private owner, but only for the duration that the voucher holder is in residence.
- b. **Project-based Assistance.** The Housing Authority contracts with a housing owner. The subsidy is directly attached to a specific number of units in the owner's development. The term is typically fifteen years with five year renewals up to a maximum contract term of 40 years. The owner is required to have an MOU with a service provider and to ensure that tenants are provided the services they need.
- c. **Sponsor-based Assistance.** Under this model the Housing Authority contracts directly with a service provider. The service provider master leases units from one or more housing owners. The provider subleases these units to tenants and provides them with services. The Housing Authority funds the provider for the difference between the master lease rent and the tenant rent. This model provides the equivalent rental assistance to the Section 8 voucher program, but does so under the housing authority's "Moving to Work" authority.

Populations

- a. **Chronically Homeless - HUD Definition.** Chronically homeless as defined by HUD, and reflected in the interim rule (24 CFR 578.3) is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR an unaccompanied homeless individual who has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as: (1) A disability as defined in section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. The term "homeless" in this case means a person sleeping in a place not meant for human habitation (for example, living on the

streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in this definition, including a family whose composition has fluctuated while the head of household has been homeless, is also considered chronically homeless.

- b. High-Utilizer.** Those persons diagnosed with mental illness and/or chemical dependency who are frequent users of emergency medical services, hospitals and/or the criminal justice system. High-utilizers are identified by the county sponsored high-utilizer coordinating group.

c. Homeless – HUD Definition. HEARTH Act (42 U.S.C. 3535d and 11389)

A homeless person or household is someone who is literally homeless, at imminent risk of homelessness, or fleeing or attempting to flee a domestic violence situation. These categories are further defined below.

1. Category 1, Literally Homeless: Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
 - c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. Category 2, Imminently at Risk of Homelessness: Individual or family who will imminently lose their primary nighttime residence, provided that:
 - a. Residence will be lost within 14 days of the date of application for homeless assistance;
 - b. No subsequent residence has been identified; and
 - c. The individual or family lacks the resources or support networks needed to obtain other permanent housing.
3. Category 4, Fleeing or Attempting to Flee a Domestic Violence Situation: Any individual or family who:
 - a. Is fleeing, or is attempting to flee, domestic violence;
 - b. Has no other residence; and
 - c. Lacks the resources or support networks to obtain other permanent housing.

- d. **Homeless Family.** One or more adults over the age of 18, a pregnant woman (18 years or older), or a legal caregiver with at least one child under 18, who is residing in the home or are in the process of reunifying with their parent or custodian. Parents who are in the process of reunifying with their children must demonstrate that there is a clear plan in place for the custody of the children to be restored.
- e. **Homeless Older Adult.** A homeless person aged 55 or over. Programs serving this population may be eligible for specific funding sources and/or may develop programming specific to the needs of this age group.
- f. **Homeless Young Adult.** Homeless persons ages 18 through 24 that may have been in an unstable housing situation for most of their lives, including involvement with the foster care system, and require services that are geared toward their individual developmental needs.
- g. **Homeless Youth.** Homeless persons under age 18, and for whom services are often dictated by Washington State guidelines due to their status as minors. Services are typically geared towards their individual developmental needs.
- h. **Long-Term Homeless.** This term includes all people who have been homeless for long periods of time or repeatedly over long periods of time as evidenced by stays in the streets, emergency shelters, or other temporary settings, sometimes cycling between homelessness and hospitals, jails, or prisons. This definition intentionally includes a larger group of people than the HUD definition of chronically homeless, such as families, youth, partnered homeless people, and those who do not have a documented disability.
- i. **Person with a Disability - Social Security Definition.** A person who is determined to: 1) have a physical, mental or emotional impairment that is expected to be of continued and indefinite duration, substantially impedes his or her ability to live independently, and of such a nature that the ability could be improved by more suitable housing conditions; or 2) have a developmental disability, as defined in the Developmental Disabilities Assistance and Bill of Rights Act.
- j. **Person with Substance Use Issues.** A person who has problems resulting from a pattern of using substances such as alcohol and drugs. Problems can include a failure to fulfill major responsibilities and/or using substances in spite of physical, legal, social, and interpersonal problems and risks.
- k. **Person with a Mental Illness.** A person with a mental illness is someone who has a psychiatric disorder that results in a disruption in a person's thinking, feeling, moods, and ability to relate to others.
- l. **Veteran.** For projects receiving Veterans and Human Services Levy funds, a veteran is defined as:
 - 1. Persons who served on Active Duty, in the National Guard, or Reserve component of any branch of the armed forces of the United States, including the Coast Guard, and retired or

- separated from the military with a characterization of discharge of Honorable, General Under Honorable, Other Than Honorable, or Uncharacterized; or,
2. Persons who currently serve on Active Duty, not including National Guard or Reserve service members who have been activated for federal service; or
 3. Persons who currently serve in the National Guard or Reserve component of any branch of the armed forces of the United States, including the Coast Guard, and either
 - a. Has fulfilled the initial military service obligation, or
 - b. Was activated for federal service for purposes other than training.
 4. The family members of eligible veteran

Strategies and Service-Delivery Models

- a. **Assertive Community Treatment (ACT).** ACT is a service-delivery model that provides comprehensive, locally based treatment to people with serious and persistent mental illnesses. Unlike other community-based programs, ACT is not a linkage or brokerage case-management program that connects individuals to mental health, housing, or rehabilitation agencies or services. Rather, it provides highly individualized services directly to consumers. ACT recipients receive the multidisciplinary, round-the-clock staffing of a psychiatric unit, but within the comfort of their own home and community. For homeless clients, this can mean providing services on the streets or in shelters. To have the competencies and skills to meet a client's multiple treatment, rehabilitation, and support needs, ACT team members are trained in the areas of psychiatry, social work, nursing, substance use, and vocational rehabilitation. (This definition is excerpted from the National Alliance for the Mentally Ill, www.nami.org).
- b. **Graduation or Move-up.** Graduation or Move-Up refers to a strategy where residents of permanent supportive housing with 24/7 front desk support with intensive services, who no longer need high-intensity services of their existing building, and who want greater independence, are given the option (and often assistance) to move into permanent affordable housing with less service supports. These clients will be supported throughout the shift to new housing and provided services on an as needed basis. Graduation units facilitate the movement of persons/households to less service-intensive housing when they are ready to take that step, thereby freeing up a new permanent supportive housing unit for a new homeless household with intensive support needs.
- c. **Harm Reduction.** Harm reduction is a set of practical strategies that reduce the negative consequences associated with drug use, including safer use, managed use, and non-punitive abstinence. These strategies meet drug users "where they're at," addressing conditions and motivations of drug use along with the use itself. Harm reduction acknowledges an individual's ability to take responsibility for their own behavior. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal, and does not condone or condemn drug use. Staff working in a harm reduction setting work in partnership with tenants, and are expected to respond directly to unacceptable behaviors,

whether or not the behaviors are related to substance use. The harm reduction model has also been successfully broadened to reducing harms related to health and wellness as well as many other issues.

- d. **Homelessness prevention.** A set of strategies intended to assist people who are living in an unstable housing situation or facing a short-term housing crisis to remain in their current housing and not become homeless. Strategies include such things as outreach, information and referral, financial assistance, money management counseling and sometimes case management.
- e. **Housing First.** Housing first is a homeless system orientation designed to return homeless people to housing as quickly as possible without a “housing readiness” test, or other conditions to entering housing. Programs in a housing first homeless system empower homeless people to overcome barriers to obtaining permanent housing. A housing first system does not require that households spend time in a shelter or graduate from a transitional housing program in order to receive permanent supportive housing, although many households will enter housing from a shelter. In order to achieve a housing first system orientation, homeless housing units in the system must remove screening barriers and screen in homeless households, many of whom may have barriers that traditionally make it more difficult for them to rent in the private market.
- f. **Medicaid Permanent Supportive Housing Services Benefit.** A benefit currently being sought in Washington state through a federal waiver to allow supportive housing services (i.e., tenancy supports and housing case management) to be covered through Medicaid for eligible participants in permanent supportive housing. Once available, Medicaid-licensed and certified agencies may qualify to leverage the benefit.
- g. **Progressive Engagement.** Progressive Engagement is a promising practice that recognizes that up-front assessment is not full-proof, and allows homeless programs to alter the amount of assistance to a household based on actual results rather than presumptions about need. Progressive engagement means that a program starts off delivering a small amount of assistance initially (financial assistance, services, etc.) to each household, with the ability to add more assistance if re-assessment of a household indicates such a need. An initial assessment of strengths, needs and barriers informs the development of a client-driven housing stability plan, but it is not expected that the initial assessment can reliably predict the amount or duration of services needed. Frequent re-assessment informs updates to the plan and the provision of assistance, as needed.
- h. **Recovery-Based Services.** Recovery-based services in supportive housing emphasize the strengths of a person to recover and discover opportunities to increase household income and financial stability. Recovery services also assist a person/household to establish supports and to make the move out of supportive housing when they are ready.
- i. **Voluntary Services.** Flexible services designed primarily to help tenants maintain housing. Voluntary services are those that are available to but not demanded of tenants (one’s housing is

not dependent on participation in services), such as service coordination/case management, physical and mental health, substance use management and recovery support, job training, literacy and education, youth and children's programs, and money management. While services are not a condition of tenancy, providers may employ motivational interviewing and other techniques to engage clients in services.